

REQUEST FOR PROPOSAL

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: November 18, 2004

RFP Title: **Telephone Headset Equipment/Services**
Requesting Dept./ Div.: **King County Department of Executive Services – ITS Division**
RFP Number: **168-04CMB**
Due Date: **November 30, 2004 - 2:00 P.M.**
Buyer: Cathy M. Betts, cathy.betts@metrokc.gov, (206) 263-4267

This addendum is issued to revised the original Request for Proposal, dated November 4, 2004 as follows:

1. The proposal opening date remains the same: Thursday, November 30, 2004 no later than 2:00 p.m. exactly.

The following information is provided in response to questions received:

Q1: Part 8, Attachment A, pages 10-11. What does "Eval. Weight" mean? What do these numbers signify?

A1: *This is the total number of units of this particular item it is estimated the County may purchase during the year.*

(continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

Q2: Part 2, Section J, page 7. My understanding of FOB destination is the shipper bears the risk of loss and must absorb all freight charges (and cannot pass shipping charges on to the customer). Our shipping is done prepay and add since the amount of product shipped UPS varies with every order. We can do prepay and add and also bear risk of loss until delivery without major changes to our system. Will this work for you? Or are we required to build the shipping charge into the price of each individual item?

A2: All shipping charges are absorbed by the Vendor for normal deliver to King County. If you feel you need to include these costs into your price per item, that decision is up to you. (If the County requires Express delivery, shipping costs may be passed along to them as long as it was agreed upon up front.)

Q3: What are King County's total purchases the last 12 months in dollars, or the annualized period you have information for? Because we base our pricing on annual purchase amounts, and I didn't see projected purchases in the RFP, this would be very helpful. It would also help in pursuing possible trade-in or rebate opportunities with manufacturers. If you cannot disclose this, can you at least let us know approximately what percent share of headset business has been with us in the last year?

A3: See the answer to question 1. The estimated total in dollars annually is between \$40,000-\$45,000.

Q4: Is the RFP available in a Word document to help eliminate double entry by us?

A4: Yes, it is. All you have to do is contact the Buyer, Cathy Betts at cathy.betts@metrokc.gov requesting a copy. It can be conveyed via e-mail.

THIS ADDENDUM IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT NEED TO BE RETURNED TO KING COUNTY TO BE ELIGIBLE FOR AWARD